



BEACHES EMERGENCY ASSISTANCE MINISTRY
850 6th Avenue South, Suite 400, Jacksonville Beach, FL 32250
BEAM VOLUNTEER APPLICATION

Name _____

Address/City/State/Zip _____

Home Phone _____ Cell _____

Email address _____

IN CASE OF EMERGENCY CONTACT _____

Phone #1 _____ **phone #2** _____

ADDRESS (work/home) _____

Birthday(Month/Day) _____

Please check areas of interest to you:

_____ Financial interviewer (meet with clients one on one to discuss need for financial assistance, verify information as needed; requires basic computer skills.)

_____ Food Stamp/Medicaid interviewer (meet with clients to complete food stamp/Medicaid application on line; requires basic computer skills)

_____ Receptionist (greet and assist clients, answer phones, schedule food appointments, answer general questions about assistance at BEAM. Requires basic computer skills.)

_____ Food pantry (fill food orders; replenish shelves as needed with food and personal care items.)

_____ Special projects. (Assist with fundraisers and outreach events such as Back to School with BEAM and Holiday Party for Beaches Kids, helpwith mailings, and other activities as needed).

What days are you available? Our regular open hours are:

Monday (9-1) _____

Tuesday (9-4) _____

Wednesday (9-1) _____

Thursday (9-4) _____

Friday (9-1) _____

Saturday (closed) _____

Sunday (closed) _____

What special skills/work experience would you like us to know about? _____

Thanks so much for your interest in BEAM! We are looking forward to working with you. Please email, mail, or bring in this form to BEAM, 850 Sixth Avenue South, Suite 400, Jacksonville Beach 32250.

Vivian Southwell, Executive Director
jaxbeam@bellsouth.net phone 904 241-7437x1 cell 610-4699

OFFICE USE ONLY: email _____ schedule _____ confidentiality _____ birthday _____
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BEAM VOLUNTEER Confidentiality Agreement

As a BEAM volunteer, I understand that all information shared during the volunteer process is strictly confidential. I agree that names, familial status, living situations, or any other similar information will not be shared with anyone outside of the BEAM office while I am a volunteer or at any time after I leave my volunteer position at BEAM.

I also understand that as a volunteer at BEAM, I must behave professionally and responsibly in the BEAM offices, in the presence of and when working with BEAM clients, and when I represent BEAM at outside events.

I understand that any violation of the above commitment is cause for termination of my opportunity to volunteer at BEAM.

Name _____
(print)

Signature _____ Date _____

BEAM (Beaches Emergency Assistance Ministry, Inc.)
850 Sixth Avenue South, Suite 400
Jacksonville Beach, FL 32250
(904) 241-7437 x1
jaxbeam@bellsouth.net
www.jaxbeam.org



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BEAM VOLUNTEER OPPORTUNITIES

BEAM (Beaches Emergency Assistance Ministry, Inc.) has many, many opportunities for service! Some require a weekly or bi-weekly commitment of several hours and others require a commitment of a few hours a year. To schedule a visit to BEAM or to talk about your interest in volunteering, please call or email Vivian Southwell, Executive Director, at 241-7437x1 or jaxbeam@bellsouth.net.

Thanks for your interest in BEAM!

Volunteer jobs available:

1. Receptionist – answer phone, greet and assist clients at window
2. General office work - filing, copying, etc.
3. Data entry / record keeping
4. Interview clients for financial assistance
- Food pantry – fill food orders, replenish shelves as needed with food and personal care items.
5. Assist clients with Food Stamp / Medicaid applications
6. Letter Writers – thank you letters
7. RealSense Prosperity Campaign: free tax prep for qualified clients (requires special IRS training)
9. SPECIAL PROJECTS (annual events, occasional events) including but not limited to:
 - *Holiday Food baskets for BEAM clients at Thanksgiving
 - *Holiday Party for Beaches children (tentative date December 4, 2010)
 - *Christmas gifts and toys (Adopt-a-Family program)
 - *Back to School with BEAM (Tentative date: Saturday, August 14, 2010)
 - *Organizational help for fundraisers: invitation stuffing and labeling, distribution of posters, other help as needed.

BEAM IS OPEN TO CLIENTS MWF, 9-1 and Tuesday/Thursday 9-4

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